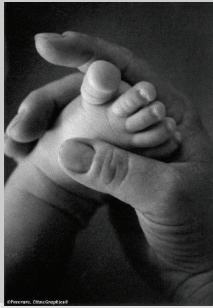


March 7, 2008



COMMONWEALTH OF KENTUCKY

**FIRST STEPS**  
KENTUCKY'S EARLY INTERVENTION SYSTEM

## FFY 2008 Federal Part C Grant Application Posted for Public Notice and Comment



The Cabinet for Health and Family Services is posting the Part C Federal Grant Application for Federal Fiscal Year 2008 today. The Application is available for review on the First Steps website (<http://chfs.ky.gov/dph/firststeps.htm>) from Friday, March 7, 2008 through Tuesday May 6, 2008. The Application is open for public comment from Friday, March 7, 2008 through Monday, April 7, 2008. Written comments should be submitted to: Kirsten Hammock, Part C Coordinator, CHFS, DPH, 275 East Main St., HS2W-C, Frankfort, KY 40621.

### Be Aware of Cut-Off Dates and Timelines

CBIS has been receiving billing after the cut-off with various excuses for tardiness, as well as calls from providers whose claims are over 60 days from the date of service.

CBIS has cut-off dates in order to make sure they have time to complete all of the billing received by the payment date.

This week CBIS was instructed to hold all billing received after a cut-off date until the following cut-off date for processing regardless of the reason for delinquency.

This request was made in order to be fair to all providers who submit their claims in a timely man-

ner and in order to give CBIS the proper time they need to process all billing information.

Please make sure you know when the cut-off dates are, send in your billing early if possible, and if you find it difficult to keep up with cut-off dates, consider hiring an agency to do your billing for you.

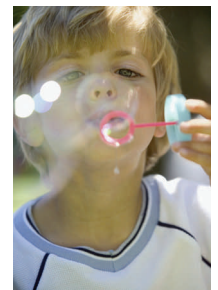


### Old-Fashioned Play Builds Serious Skills

Source: National Institute for Early Education Research - February 20, 2008

On February 21, 2008 NPR's Morning Edition looked at how certain kinds of play can help young children learn important self-regulation skills. Research fellows at the National Institute for Early Education Research (NIEER), Elena Bodrova and Deborah Leong, joined the discussion. To listen to the show and to read a related article online go to

<http://www.npr.org/templates/story/story.php?storyId=1921>



# Promoting Positive Outcomes for Children with Disabilities: Recommendations for Curriculum, Assessment and Program Evaluation



Lynne Kahn, Virginia Buysse, and Pamela Winton from FPG contributed to a new paper entitled [Promoting Positive Outcomes for Children with Disabilities: Recommendations for Curriculum, Assessment and Program Evaluation](#).

Published by the [Division for Early Childhood at the Council for Exceptional Children](#), the paper offers information about issues that are both high-stakes and controversial, such as how to include children with disabilities when decisions about curriculum, assessment, and program evaluation are being made.

It includes three sections: "Curriculum"; "Assessment"; and "Program Evaluation" and is written for early childhood administrators and personnel who work with young children with disabilities, teacher educators, those providing professional development, family members, and state and federal policymakers. It is available at:

[www.dec-sped.org/pdf/positionpapers/Prmtg\\_Pos\\_Outcomes\\_Companion\\_Paper.pdf](http://www.dec-sped.org/pdf/positionpapers/Prmtg_Pos_Outcomes_Companion_Paper.pdf)

## Kentucky Autism Training Center's Autism Institute 2008



KATC's 9th Annual Autism Institute is bring three wonderful speakers to Kentucky. The 2008 Autism Institute will host Phillip Strain, Ph.D. from the University of Colorado to present "LEAP Preschool: An Inclusionary, Evidence-based Program for Young Children with Autism". Bobbie Vaughn, Ph.D. from the Center for Autism and Related Disabilities at University of South Florida will present "Positive Behavior Support in Early Childhood Settings: Using the Teaching Tools for Young Children with Challenging Behavior", and Terry Hancock, Ph.D. and Alacia Trent Stainbrook, Ph.D. from Vanderbilt University will present "Parents as Partners in Communication Interventions for Children with Autism".

Visit the KATC website: [www.louisville.edu/kyautismtraining](http://www.louisville.edu/kyautismtraining) to print the registration form and a list of over 20 distinguished presenters and their exciting session descriptions!

Vending, Exhibiting and Sponsorship opportunities are available for Autism Institute 2008 - see brochure or [www.louisville.edu/kyautismtraining](http://www.louisville.edu/kyautismtraining) for a sign up form.

Early Bird Registration Rates are valid until 3/30. Group Rates are also available. A limited amount of scholarships are available for family members and paraprofessionals.



March 14, 2008



COMMONWEALTH OF KENTUCKY

**FIRST STEPS**  
KENTUCKY'S EARLY INTERVENTION SYSTEM

## *March for Babies*

Each week more than 140 babies are born prematurely in Kentucky. Low birth weight and other problems associated with premature births often affect short- and long-term health, learning capacity and quality of life. The March of Dimes has worked diligently and consistently to aid in the fight against birth defects.

Now, the commonwealth is supporting Healthy Babies are Worth the Wait, a

project of the National March of Dimes and the Johnson & Johnson Pediatric Institute to reduce the premature birth rate in Kentucky by 15 percent within the next three years.

To find out when and where your local March for Babies will take place, go to [www.marchforbabies.org](http://www.marchforbabies.org).

## *NASW-KY Social Work Reinvestment Initiative*

**Dr. Nancy Humphreys will be presenting on March 18, 2008 at the Capital Plaza Hotel in Frankfort. This event is free for NASW Members.**



Dr. Nancy A. Humphreys is the Director of the Nancy A. Humphreys Institute for Political Social Work, founded by her at the University of Connecticut School of Social Work in 1995. Dr. Humphreys is a past president of the National Association of Social Workers (NASW). She has held several leadership positions in social work education, having served as former Dean of the University of Connecticut School of Social Work, Director of the Michigan State University School of Social Work and Associate Dean of Rutgers University Graduate School of Social Work in New Brunswick, NJ. In 2003, she received the NASW "Lifetime Achievement Award".

Long a leader in women's issues, Dr. Humphreys was appointed by President Jimmy Carter to serve on his National Advisory Committee on Women's Issues. Currently, she teaches and directs the Policy Practice concentration at the University of Connecticut School of Social Work as well as courses on political social work practice, macro foundation practice, social environment and women's issues.

**Happy Social Work Month and thank you for all you do on behalf of Kentucky's children and families!**

## *Eligibility Determination*

The Record Review Team has asked that we remind Service Coordinators and Primary Level Evaluators that single domain assessment is allowable following a PLE without requesting approval through Record Review. Scott Tomchek, Ph.D., states that the Record Review Team is getting multiple requests each week for single domain assessments to facilitate eligibility determination. Because single domain assessment is allowable following a PLE without going through Record Review, doing so only delays the eligibility determination process.

If you have any questions or concerns regarding eligibility determination, please contact your regional Technical Assistance Team.





## *Family preservation efforts keep families together*

### *In-home services keep children out of foster care, help get parents assistance*

#### **News Release**

#### **Kentucky Cabinet for Health and Family Services**

**Media Contacts:** Anya Armes Weber, (502) 564-6180, ext. 4014; or Vikki Franklin, (502) 564-7042

**FRANKFORT, Ky. (Feb. 26, 2008) – A state program aimed at keeping children and families safely together helped keep hundreds of children out of foster care, according to a recent study.**

The Kentucky Cabinet for Health and Family Services (CHFS) announced the evaluation study for the Department for Community Based Services' Family Preservation Program (FPP).

The study showed that 6.3 percent of children enter foster care after FPP, compared to nearly 33 percent of the children who are part of substantiated abuse or neglect referrals and are not involved with FPP.

"We are proud of DCBS' Family Preservation Program," DCBS Commissioner Patricia R. Wilson said. "Our FPP providers give parents the skills they need to overcome immediate crises and build better family foundations to grow stronger together."

FPP was evaluated for the state fiscal year 2007, which began July 1, 2006, and ended June 30, 2007. During that time, 1,901 families with 4,133 children were referred for FPP services.

These families were mailed surveys seeking their input about FPP, and 27.8 percent – 194 families – responded.

More than 83 percent of the clients agreed that their FPP caseworker was available when needed, was understanding and taught them useful skills. A majority also said their in-home workers helped the family deal with feelings, manage children, handle problems and talk with one another.

FPP was also successful in reducing re-entry into out-of-home care, accelerating family reunification and promoting family well-being. To qualify for FPP services, families must be at imminent risk of child removal or have a child in foster care returning home. The study showed that targeted families have more repeated referrals and contact with child protective services.

FPP includes the many in-home services provided to families by DCBS' contracted partner agencies in all 120 counties. Services are designed to reduce abuse and neglect, maintain children safely in their home, improve parenting skills and facilitate the safe and timely return home for a child in out-of-home care.

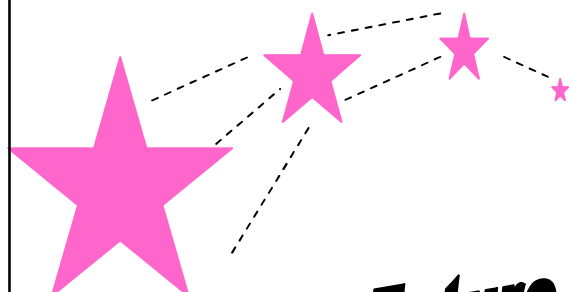
The study showed a dramatic cost avoidance for DCBS. For every \$1 spent on FPP services, the department sees a savings of almost \$3 in out-of-home care costs.

Total expenditures for FPP during the time of the evaluation were about \$6 million.

The evaluation also included staff and provider surveys, focus groups and a cost-benefit analysis of FPP services.

The FPP study is online at [http://chfs.ky.gov/NR/rdonlyres/1C6C930E-A2D9-4336-8CBF-CDA1C2D2D31A/0/FPPEvaluation\\_Final.pdf](http://chfs.ky.gov/NR/rdonlyres/1C6C930E-A2D9-4336-8CBF-CDA1C2D2D31A/0/FPPEvaluation_Final.pdf). Learn more about FPP at <http://chfs.ky.gov/dcbs/familypreservation.htm>.

**22<sup>nd</sup> Annual Kentucky Early Childhood Summer Institute “Back to the Future:  
Linking New Techniques to Proven Strategies” on June 9-11, 2008.**



# ***Back to the Future***

**Linking New Techniques  
to Proven Strategies**

**June 9-11, 2008**

**Lexington Convention Cen-  
ter and  
Hyatt Regency**

**In partnership with:**

Kentucky Department of Education  
Division of Early Childhood  
Kentucky Even Start  
Kentucky Institute for Family Literacy  
Kentucky Association Early Childhood Education  
Division of Child Care  
DEC: Division for Early Childhood

## **Hotel Accommodations**

### **Hyatt Regency Lexington**

Standard Room

\$88.00 Single/Double Occupancy

**Please call 1-800-233-1234 or  
1-859-253-1234**

**Hotel Reservation Deadline is May  
8, 2008**

***Request RTC Early Childhood  
Institute Block Room Rates***

### **Radisson Plaza Hotel**

Standard Room

Single/ Double Occupancy \$88.00

Rates based upon availability.

**Call 1-800-333-3333 or  
1-859-231-9000**

Call now. Space is limited!!!!

## **QUESTIONS??**

Contact Carole Sindelar

Simpson County Early Childhood

Regional Training Center

270-586-2008

FAX 270-586-2809

[Carole.Sindelar@simpson.kyschools.us](mailto:Carole.Sindelar@simpson.kyschools.us)

Preliminary program will be available

On-line by May 17 at

<http://www.simpson.k12.ky.us/rtc/default.htm>

**Participate in an online survey. Participation is easy.  
Visit the Survey Monkey website by  
clicking on a link below.**

**Link to Survey for Children Receiving  
Birth to Three (Part C) services:**

[http://www.surveymonkey.com/s.aspx?sm=mW0HP1UBPaSJBbr\\_2fF3IuXA\\_3d3d](http://www.surveymonkey.com/s.aspx?sm=mW0HP1UBPaSJBbr_2fF3IuXA_3d3d)

**Link to Survey for Children Receiving  
Three to Five (619) services:**

[http://www.surveymonkey.com/s.aspx?sm=B\\_2FT8z7P6kZTHPCDQpEn35w\\_3d3d](http://www.surveymonkey.com/s.aspx?sm=B_2FT8z7P6kZTHPCDQpEn35w_3d3d)

The Center to Inform Personnel Preparation Policy and Practice in  
Early Intervention and Preschool Education at the  
University of Connecticut is looking for parents to share  
perceptions of their child's services and providers  
to help prepare future service providers.

If you have questions or would like to contact our  
Research Director, you may do so via email at  
[cmwilson@uchc.edu](mailto:cmwilson@uchc.edu).

Questions about this study may be directed to the Principal Investigator, Dr. Mary Beth Bruder, at  
(860) 679-1500. Questions regarding the rights of research subjects should be directed to the IRB  
representative at (860) 679-8729 or (860) 679-3054. The end date for participation in this study is

June 1, 2008.

March 21, 2008



COMMONWEALTH OF KENTUCKY



## **Developmentally Appropriate Practice**

### **DRAFT Position Statement on Developmentally Appropriate Practice – Comments Requested**

Source: National Association for the Education of Young Children – March 12, 2008

(NAEYC) is seeking feedback on a draft revision of their Position Statement on Developmentally Appropriate Practice. The draft will be available for comment until March 28, 2008. To review the draft and submit feedback, go to:

The National Association for the Education of Young Children

<http://www.naeyc.org/about/positions/draftdap0208.asp>

## **Brain Research Policy**



### **New Report – Pathways from Brain Research to Policy**

Source: National Summit on America's Children

A new report entitled *Pathways from Brain Research to Policy* provides highlights and important policy implications from the National Summit on America's Children, hosted by Speaker Nancy Pelosi in May 2007. The summit convened scientists from across the nation to share current research findings on brain development of children with Congress.

The report is available at:

<http://www.speaker.gov/pdf/CS3108.pdf>

## **HIPAA Privacy Practices**

As a covered entity, the First Steps program and its providers must comply with the Health Insurance Portability and Accountability Act (HIPAA). Title II of this Act contains five primary parts:

- Electronic Transaction Standards
- Standard Code Sets
- Privacy
- Security
- National Identifiers

# **HIPAA Privacy Practices (continued)**

The Privacy Rule protects the privacy of individual's health information. Covered entities were required to demonstrate compliance with the HIPAA's Privacy Rule by April 14, 2003. The Privacy Rule sets standards for uses and disclosures that are authorized or required and the rights that patients have with respect to their health information.

Protected Health Information (PHI) is individually identifiable health information that contains unique features or details by which the individual can be identified. First Steps providers generate and utilize PHI on a regular basis in the course of their work. Providers, including Points of Entry and Primary Service Coordinators, must have policies in place to protect the confidentiality of PHI at collection, storage, disclosure, and destruction stages.

- Providers should have a designated Privacy Officer who is responsible for the development, implementation, and oversight of the policies and procedures related to the HIPAA
- Providers should have written policies regarding the HIPAA complaint process
- Providers should have written policies regarding access to PHI
- Providers should have written policies in place regarding Minimum Necessary Requirements for using, disclosing, or requesting PHI
- Providers should have written policies in place regarding accounting of disclosures of PHI
- Providers should have a Notice of Privacy Practices

First Steps Central Office has encountered and, we're embarrassed to say, been a part of activities that have jeopardized family and child privacy. For that reason, we are offering the following Privacy Safeguards:

## ***Reduce opportunities for visual misuse***

- Keep your workspace – which could be your car – clean
- Turn computer monitors away from others' view
- Restrict access to areas where PHI is openly displayed
- Shred documents before putting in trash

## ***Reduce opportunities for face-to-face misuse***

- Conduct conversations in private areas – NEVER discuss PHI with persons who are not authorized to have access to it
- Lower your voice when speaking
- Bring only the record/file of the child and family to whom you are providing service into the family's home or other community setting where service may be occurring
- Avoid having persons who do not have authorized access to PHI drop you off at or pick you up from a family's home
- Do not bring children, spouses, friends or other persons who are not authorized to have access to a child/family's PHI to a service session in any location.



# **HIPAA Privacy Practices (continued)**

## ***Reduce opportunities for fax misuse***

- If possible, call the receiver before sending the fax
- If possible, verify that fax will be received in a secure location
- Verify fax number before sending
- If possible, call to verify receipt
- Pre-program frequently used numbers
- ALWAYS use a fax cover sheet with a confidentiality statement

## ***Reduce opportunities for e-mail misuse***

- Verify the e-mail address before sending
- Set your e-mail to notify you when message has been received and opened
- Use encryption features when sending PHI and confirm with receiver that their account is password protected

## ***Reduce opportunities for misuse over the phone***

- Verify that you have the ability to share PHI with the caller
- If caller seeks only confirmation of already known details, do NOT volunteer new information
- Confirm the caller is who they say they are
- Be aware of your surroundings when discussing PHI over land-based or more importantly, cellular phones

## ***Reduce opportunities for misuse through mail***

- Always address confidential material to the named addressee
- If possible, use registered mail
- Mark package to indicate it contains private information
- Verify the address of the recipient before mailing
- Tape seals to the package and sign over the tape

## *HIPAA Privacy Practices (continued)*

Per the definition above, PHI doesn't necessarily need to include the child's first and last name. It merely needs to include "unique features or details by which the individual can be identified". In small towns everybody knows everything about everyone. A comment in the salon about a child with Down Syndrome may immediately identify the family you're talking about to the person behind you or next to you. Be aware of your surroundings, keep your voice low and if you don't need to be talking about the child or family – don't be.

With the work that we do, we see lots of family structures - parents who are separated or going through divorce, grandparents raising grandchildren, biological parents whose rights have been restricted or terminated. It's important when working within these dynamics to fully understand who has the right to what information. If you are contacted by a family member that you do not routinely work with and asked to divulge PHI, make sure you are legally able to do so. If necessary, tell the caller that you will need to confirm with the parent/guardian that you are able to discuss the child/family with them and call them back after you have received authorization.

Nothing in this article is meant to chastise anyone. We are all working to facilitate the best care for the children and families that we serve. However, families have a right to expect privacy and this requires that we be ever mindful of how we use the health information that we have been entrusted with. If you have questions or concerns about the HIPAA Privacy Rule and how you can work to ensure that you are in compliance with it, please contact your Regional Technical Assistance Team.

Much of the information in this article was taken from a presentation called, "HIPAA and Early Intervention" presented by the Illinois Early Intervention Training program, December 2005.



March 28, 2008



COMMONWEALTH OF KENTUCKY



## **PLEs Encouraged to Attend Initial IFSP Meetings**

Earlier this week Central Office distributed a communication regarding PLEs attending IFSP meetings. Language from 34 CFR 303 was quoted in that communication. The language quoted was, "each initial meeting and each annual IFSP team meeting to evaluate the IFSP must include ...(v) A person or persons directly involved in conducting the evaluations and assessments in 303.320."

Persons receiving this communication have interpreted it to mean that PLEs should be invited to attend IFSP *review* meetings in addition to the meeting to develop the initial IFSP. This is **NOT** the case. The purpose of this communication was merely to say that PLEs who have completed initial evaluations on a given child should be invited to – and are being strongly encouraged by Central Office to attend – the initial IFSP meeting.

## **Reminder-It's Time to Renew Provider Agreements**

First Steps provider agreements authorize all First Steps providers to conduct business with the Cabinet for Health and Family Services (CHFS) and provide services in the First Steps Program. First Steps providers submit signed agreements with their initial enrollment application and are required to renew the agreements every two years.

**Current provider agreements expire on June 30, 2008.**

The 2009 – 2010 provider agreements (including forms 5, 6, and 8) will be posted to the First Steps website and available for download after April 1<sup>st</sup> to assure that all current providers have an adequate amount of time to review, complete and submit the new agreement.

**First Steps providers who are renewing their provider agreement must assure that First Steps Central Office receives a completed new agreement**

**no later than June 30, 2008 in order to prevent any lapse in enrollment.** If you fail to renew on time, any services provided during the time without a new agreement in place will not be reimbursed. We strongly encourage all current providers who will be renewing their provider agreements to do so as quickly as possible after April 1<sup>st</sup>.



## **DIs, IECE and KTIP...**

If this doesn't sound like alphabet soup to you, then you are likely a Developmental Interventionist (DI). In June, 2005 DI providers were notified that persons providing or applying to provide DI services in the First Steps program would be required to have an Interdisciplinary Early Childhood Education (IECE) certificate issued by the Education Professional Standards Board by **July 1, 2008**.

Full IECE certification requires the completion of the Kentucky Teacher Internship Program (KTIP). DIs who have completed an IECE program and have obtained a Statement of Eligibility, but have not completed the KTIP may continue to work or apply to work in the First Steps program after July 1, 2008 by completing and submitting a revised Professional Development Plan. A revised

*Professional Development Plan* form (RF-7) will be available on the First Steps website on April 1, 2008 along with new Provider Agreements and all related enrollment renewal materials.

DIs who are scheduled to complete their IECE program and obtain their Statement of Eligibility in July or August, 2008 may also continue to work or apply to work in the First Steps program after July 1, 2008. DIs in this situation should attach a letter from their IECE Program Advisor documenting their expected program completion date to a blank revised *Professional Development Plan* form (RF-7) when submitting their 2009 – 2010 renewal application. Upon completion of the IECE program and issuance of the Statement of Eligibility, the DI should forward a completed *Professional Development Plan* form (RF-7) with all

required attachments to Central Office.

DIs who are not IECE certified, have not completed an IECE program and been issued a Statement of Eligibility, or are not scheduled to complete an IECE program and obtain a Statement of Eligibility by August 31, 2008 will not be able to provide DI services in the First Steps program after July 1, 2008.

First Steps Central Office is continuing to work with the Comprehensive System of Personnel Development (CSPD) committee and the Education Professional Standards Board on the development of an internship opportunity for DI providers within First Steps. When that opportunity becomes available, DIs will have no less than two (2) years to complete the internship.

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## **Dell Computer Discounts for First Steps Providers**

First Steps providers are eligible for discounts on Dell computers through the following process. The prices you'll be quoted will generally be lower than those you see on the web page. So build the computer you want and then submit your options for a quote. If you have any problems with this process please don't hesitate to call Joe Gonzales at Dell; he's happy to help.

Quote To Order process:

Go to [www.dell.com/quote](http://www.dell.com/quote)  
Select Guest Checkout – on lower right  
Enter quote #  
Enter Customer #: **91183898**  
Verify Bill to / Ship to: **Insert your address**  
Agree not to export and to Dell Terms and Conditions  
Select Continue  
Choose Payment Type ( select purchase order – Net 30 terms or CC )  
Select Submit Order



Joe H. Gonzales  
**Public Transactional Group**  
Phone: 1-800-576-6038 Ext 72-36940  
Direct fax- PO Fax 1- 512-283-2405  
Quote Request Fax: 1-512-283-2405  
Quote to Order Online:  
[www.dell.com/quote](http://www.dell.com/quote)  
OrderStatus:  
<http://support.dell.com/support/order/status.aspx?c=us&cs=RC968571&l=en&s=hea&~ck=pn>

Customer Care: [www.dell.com/Public-eCareHYPERLINK](http://www.dell.com/Public-eCareHYPERLINK)





# DEC

## The Division for Early Childhood

of the Council for Exceptional Children

Complete the membership application on the back and send with payment by May 31, 2008

- Save \$10 now
- Receive a \$10 coupon for any DEC product

JOIN  
NOW &  
SAVE!

The Division for Early Childhood (DEC) is committed to young children with special needs and their families! DEC members help us carry out our mission, and in turn, find the support they need as members of our professional community.

### Our Mission:

*The Division for Early Childhood promotes policies and advances evidence-based practices that support families and enhance the optimal development of young children who have or are at risk for developmental delays and disabilities.*

DEC works hard for kids by supporting research, developing innovative publications, hosting dynamic professional development events and continuing our advocacy efforts. We also provide our members with great benefits including discounts, journals, networking, resources and support.

Please become part of DEC's efforts in behalf of children, families and professionals... and join DEC today!



Sarah A. Mulligan, M.Ed., CAE  
Executive Director

### Don't miss out on these DEC member benefits:

- Professional journals 4 times a year:
  - Journal of Early Intervention*
  - Young Exceptional Children*
  - Teaching Exceptional Children*
  - Exceptional Children*
  - CEC Today*
- Amazing professional development opportunities including our annual International conference
- Member discounts at the conference and all other training events
- DEC Communicator, an e-newsletter especially for DEC members
- The *Children's Action Network* for the very latest information on public policy
- Local and national leadership opportunities
- Networking through listservs
- Innovative publications
- Discounts on DEC products at [www.dec-sped.org](http://www.dec-sped.org)

*Want to know  
more about our Division?*

Go to: [www.dec-sped.org](http://www.dec-sped.org)  
or call 406-543-0872

<http://www.dec-sped.org>